



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Economic Development Strategy
Solicitation Number: RFP 22-013; RFx 6100014666

Description: The City of San Antonio's Economic Development Department (EDD) is seeking the professional consulting services of a firm (or team of firms) that is multidisciplined, professionally capable, and has similar experience as requested herein, that will assist in the preparation of the San Antonio Economic Development Strategy for the Economic Development Department.

Applicable Product Categories: 91849 - Economic Consulting; 91890 Strategic Planning and Consulting Services

Date Issued: November 5, 2021

Due Date & Time: December 7, 2021, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 2:00 p.m., Central Time, on November 16, 2021. Attendance is highly encouraged. Respondents may call:

Toll Free Number: 1-469-210-7159

Meeting number (access code): 2459 910 3332

Meeting password: COSA

Attendance is highly encouraged.

Staff Contact Person: Yvonne Rodriguez, Procurement Specialist III
yvonne.rodriguez@sanantonio.gov

Evaluation Committee Voting Members:

Brenda Hicks-Sorensen, Economic Development Director

Alex Lopez, Assistant City Manager

Bridget White, Planning Director

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on November 19, 2021. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Yvonne Rodriguez, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
yvonne.rodriguez@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.